

CORPORATE INFORMATION MANAGEMENT

HUMAN RESOURCES MANAGEMENT FUNCTIONAL STEERING COMMITTEE CHARTER

1. BACKGROUND. The Deputy Secretary of Defense (DEPSECDEF), in an October 4, 1989 memorandum, directed establishment of OSD-led Corporate Information Management (CIM) Functional Groups comprised of functional experts from each Service and Defense Agency. Each CIM Functional Group (hereafter referred to as the Functional Group) will develop DoD-wide standard functional requirements for designated business areas. A Functional Steering Committee is being established for each Functional Group.

2. PURPOSE: The Human Resources Management Functional Steering Committee (hereafter referred to as the Steering Committee) is constituted to facilitate implementation of the products and policy recommendations of the Civilian Personnel Functional Group. Additional groups in the Human Resources Management area may be added in the future, to include such areas as Military Personnel, Manpower, Mobilization, and Training..

3. STEERING COMMITTEE COMPOSITION.

- The Steering Committee shall be chaired by the Assistant Secretary of Defense for Force Management and Personnel, the senior OSD policy official for personnel management, manpower, mobilization, human resources, and training, hereafter referred to as the Chairperson.

- The Steering Committee shall be comprised of one Flag Officer or Senior Executive Service member within each DoD Military Department and appropriate Defense Agencies with principal policy and operational cognizance over the personnel management, manpower, mobilization, human resources, and training area.

- Other Committee members include:

- The Senior Information Resources Management Official for the Department of Defense.

- The Deputy Comptroller (Information Resources Management).

- The Director, Corporate Information Management.

- The leader from each Functional Group in the Human Resources Management area.
- Additional members as may be determined appropriate by the Steering Committee Chairperson.

• At the discretion of the Steering Committee Chairperson, other DoD representatives may be invited to attend specific meetings to address issues before the Steering Committee. Such participants may include, but need not be limited to, senior DoD officials with responsibility for functional requirements or related issues under consideration by the Steering Committee. Such participants, however, will have observer status only.

4. RESPONSIBILITIES.

a. The Chairperson will:

- 1) Schedule and preside at Steering Committee meetings.
- 2) Appoint an Executive Secretary who will ensure that Steering Committee meeting minutes are prepared and distributed to members.

b. The Steering Committee will:

- 1) Provide policy, strategic objectives, and other related guidance to the Functional Group(s).
- 2) Resolve interface, integration, and policy implementation issues raised by the Functional Group(s) or DoD Components.
- 3) Identify additional functional requirements and other related issues resulting from changing policies which need to be addressed by Functional Group(s).
- 4) Review candidates for the interim standard information system(s) proposed by the Functional Groups and make a recommendation for approval by the DoD Senior Information Resources Management Official.
- 5) Act as the approval authority for all Functional Group products and, when appropriate, obtain necessary coordination with other Steering Committees.
- 6) Consider for action proposed policy, legislative, and regulatory changes forwarded by the Functional Groups and take necessary actions to process the approved policy changes and legislative proposals.

7) Resolve, with other Steering Committees, interface and integration issues across functional groups.

5. DURATION AND FREQUENCY OF MEETINGS.

- The Steering Committee shall remain active for as long as the Functional Group is active.

- The Steering Committee shall meet as often as necessary, but at least quarterly.


Sean O'Keefe
Comptroller

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